

APPENDIX A. MANDATORY INDUCTION AND TRAINING PROGRAMS

EMPLOYEE WORKGROUP	TITLE	CONTACT FOR FURTHER INFORMATION
All employees	<u>Accountable and Ethical Decision Making training</u> (online or in person) (staff only)	<u>Standards and Integrity</u> (staff only) T: 9264 8974
	<u>Recordkeeping Training</u> (staff only) every two years	<u>Records Management</u> (staff only) T: 9264 4867 E: recmanhd@education.wa.edu.au
Central and regional office employees	<u>TRIM Training</u> (staff only) is required to access TRIM.	<u>Records Management</u> (staff only) T: 9264 4867 E: recmanhd@education.wa.edu.au
All teaching and non-teaching employees working with children	<u>Child Protection and Abuse Prevention Education online professional learning</u> (staff only)	<u>Child Protection</u> (staff only) T: 9402 6124 E: child.protection@education.wa.edu.au
School Administrators	Principal Eligibility Modules must be completed by first time principals prior to or within six months of appointment to a school principal position.	<u>Leadership Institute</u> (staff only) T: 1300 610 801 E: leadership.institute@education.wa.edu.au
	<u>Occupational Safety and Health online course</u> (staff only) is compulsory for principals appointed to permanent or acting principal positions for periods of six months or more.	<u>Employee Relations – Safety and Health</u> (staff only) T: 9264 4921 E: oshteam@education.wa.edu.au
	<u>Asbestos Awareness online training program</u> (staff only) is compulsory for principals.	<u>Environmental Health</u> (staff only) T: 9264 5043 E: EnvironmentalServices.Health@education.wa.edu.au
Site managers	<u>Asbestos Awareness online training program</u> (staff only) is compulsory for site managers.	<u>Environmental Health</u> (staff only) T: 9264 5043 E: EnvironmentalServices.Health@education.wa.edu.au
Remote Teaching Service	All employees new to the Remote Teaching Service are required to participate in structured induction programs prior to and during the early part of their employment.	<u>Remote Teaching Service</u> (staff only) T: 9264 4412 E: teachinwa@education.wa.edu.au
Graduate Teachers	<u>Graduate Teacher Induction Program</u> (staff only) is compulsory for graduate teachers during the first two years of teaching.	<u>Graduate Teacher Support</u> (staff only) E: graduateteacherprogram@education.wa.edu.au
Education Assistants	<u>Union induction session for Education Assistants</u> (staff only) All new education assistants must attend a union induction session. This session must be within three months of starting work at a metropolitan school. If at a regional school, education assistants must attend a session within six months of starting work.	<u>Workforce Management</u> (staff only) T: 9264 5406 E: HRWorkforce@education.wa.edu.au
Cleaners	<u>School cleaner and cleaner-in-charge training</u> (staff only). All new cleaners must complete online training courses as well as practical cleaning workshops within three months of their commencement.	Cleaner and gardener training support T: 9264 4693 E: StrategicAssetServices.Training@education.wa.edu.au
Gardeners/handypersons	<u>School gardener training</u> (staff only)	Cleaner and gardener training support T: 9264 4693 E: StrategicAssetServices.Training@education.wa.edu.au

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	All new gardeners/handypersons must complete online training as well as some practical gardening workshops as soon as they start work, and every two to three years.	
Swimming Instructors	All new swimming instructors must complete their induction within the first two days of appointment.	<u>Swimming and Water Safety</u> (staff only) T: 9402 6195 E: interm-metro@education.wa.edu.au
Science Teachers and Laboratory Technicians	<u>Hazardous Chemical Training</u> (staff only) All new Science Teachers and Laboratory Technicians must complete the Hazardous Chemical training.	<u>Hazardous substances training support</u> (staff only) T: 9402 6244 E: rltteam@education.wa.edu.au